

Priority *	SCDHEC – Bureau of Air Quality Planning Section Training Guidelines	Time Frame
M	Bureau Orientation by Supervisor/or Section member	1 st Week
M	DHEC Orientation	3 Months
M	EQC Required: Hazardous Communication	3 Months
M	EQC Required: Confined Space or Exemption Memo to File	3 Months
M	DHEC Required: 8 Hr. Defensive Driving Course DHEC Required: 4 Hr. Defensive Driving Refresher Course	3 Months Every 3 years
M	APTI SI:422/CLN 880 - Air Pollution Control Orientation Course	3 Months
M	DHEC Required: HIPAA 101	3 Months
M	DHEC Required: 4th Generation Management	6 Months
M	EQC School	12 Months
M	DHEC Required: Customer Service Training	12 Months
M	DHEC Required: Basic Cultural Competence Training	12 Months
M	Power Point	12 Months
M	Media Relations	12 Months
D	APTI SI:300/CLN869 - Introduction to Air Pollution Toxicology	
D	APTI SI:404/CLN870 - Urban Air Toxics	
D	APTI SI:409/CLN872 - Basic Air Pollution Meteorology	
D	APTI SI:460/CLN895 - Introduction to Permitting	
D	APTI SI:473A/CLN897 - Beginning Environmental Statistical Techniques	
D	APTI SI:473B/CLN898 - Introduction to Environmental Statistics	
D	APTI 400 – Introduction to Hazardous Air Pollutants	
D	APTI 452 - Principles and Practices of Air Pollution Control	
D	OL:2002 Air Quality Meteorology	
D	Windows Operating Systems	
D	MS Excel	
D	MS Word	
D	Pagemaker	

* M = Mandatory,

D = Desirable

January 3, 2003